

Approved For Release 1999/09/20 : CIA-RDP78-03568A001000160041-8

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Classification and Wage Division  
Via: FI/Admin

DATE: 30 April 1954

FROM : FI/Staff D

SUBJECT: Reclassification of Position No. BV-490

1. It is requested that Position No. 490 be reclassified from Clerk-Typist, GS-5, to Intelligence Assistant, GS-7. Because of the rapid expansion of Procurement Branch activities, the duties and responsibilities of this position have altered and increased materially. An outline of the duties is given below:

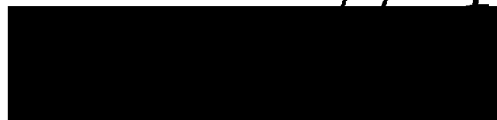
a. Prepared reports of Special Intelligence material for dissemination to an outside Government Agency, including digests of field dispatches and cables.

b. Types all finished reports, memoranda and other documents prepared in the Procurement Branch for signature of the AD/CI, Chief, Deputy Chief and Chief, Procurement Branch of Staff D.

c. Maintains records and files of special material for the Chief, Procurement Branch.

2. In view of the above information, it is recommended that steps be taken to reclassify Position No. BV-490 to an Intelligence Assistant position.

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